

OUTLINE GUIDE FOR JANIS

Purpose of a JANIS Study: "To make available one publication containing all the necessary detailed information upon which may be based a war plan for military operations in a given area."

CHAPTER RESPONSIBILITY

<u>Chapter</u>		<u>Responsible Agency</u>
I	BRIEF	JISPB
II	MILITARY GEOGRAPHY	MID
III	OCEANOGRAPHY, COASTS AND LANDING PLACES	ONI
IV	CLIMATE AND METEOROLOGY	ONI
V	PORT FACILITIES	ONI
VI	TRANSPORTATION AND COMMUNICATIONS	OSS
VII	TOWNS AND NATIVE VILLAGES	OSS
VIII	RESOURCES AND TRADE	OSS
IX	PEOPLE AND GOVERNMENT	OSS
X	HEALTH AND SANITATION	MID
XI	DEFENSES	MID
XII	AIRFIELDS AND LANDING GROUNDS.	A-2
XIII	NAVAL FACILITIES	ONI
XIV	SEAPLANE STATIONS AND ALIGHTING AREAS	ONI
APPENDIX I	GEOGRAPHICAL GLOSSARY	BD. ON GEOG. NAMES

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CHAPTER I

BRIEF

10. Physical Elements

- A. Orientation and Military Geography
- B. Oceanography
- C. Coasts
- D. Landing Places
- E. Meteorology and Climatology

11. Cultural Elements

- A. Cities and Towns
- B. Resources and Trade
- C. Communications
- D. Transportation
- E. Port Facilities
- F. People and Government

12. Military Elements

- A. Defenses
- B. Air Facilities
- C. Naval Facilities
- D. Seaplane Stations and Alighting Areas

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CHAPTER II

MILITARY GEOGRAPHY

20. General Regional Summary (To include relief drainage, vegetation, natural water supply for each island or island group).
21. Relief
 - A. General (To include a general statement of location, arrangement, size, elevation, etc. of the Islands as a whole.
 - B. Specific. (~~Beginning with Eastern Area~~ Describe each island, reef, and bank giving location by latitude and longitude, size, height, general configuration, natural landmarks, defensive phase lines, corridors, surface material, etc.)
22. Lagoons, Lakes, Streams, and Swamps.
 - A. General (Description of lagoons, swamps, and streams characteristic of the islands as a whole.)
 - B. Specific (detail of lagoons, swamps, and streams and natural water supply for specific islands).
23. Vegetation
 - A. General
 - B. Specific - extent of cultivation, nature of cover, concealment, fuel, forage, construction, camouflage, effect on movement and combat, etc.
24. Seasonal Change (if applicable)
25. Critical Areas
 - A. General
 - B. Specific
26. Routes to Critical Areas
 - A. Specific - important trans-island routes if any.

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CHAPTER III

OCEANOGRAPHY, COASTS AND LANDING PLACES

30. General Description

- A. Oceanography
- B. Coasts
- C. Landing Places

31. Oceanography

- A. Tides
- B. Tidal currents
- C. Non-tidal currents
- D. Seas and swells
- E. General discussions of hydrographic factors
- F. Surface and sub-surface temperatures
- G. Surface and sub-surface salinity
- H. Density
- I. Bottom sediments
- J. Acoustic conditions
- K. Transparency and color of water
- L. Biological factors

32. Coasts

- A. Details of a portion (Point to Point)
 - (1) Offshore zone
 - (2) Coasts
 - (3) Anchorages
 - (4) Dangers to navigation
- B. Details of a portion (1 to 4 as in 32 A)
- C. Details of a portion (1 to 4 as in 32 A)

33. Landing Places

- A. Specific Beach (Name)
 - (1) Location and extent (including proximity to developed areas, landmarks, shape, length, width, etc.)
 - (2) Nearshore
(Gradient of underwater portion to 30-foot depth; location and depths over reefs, bars, rocks, shoals; character of bottom; anchorage areas; winds; tides; currents, waves; water temperatures.)
 - (3) Landing Place
(Physical consistency; gradient; surf and currents; structures such as groins, bulkheads, etc.; location of rivers and streams entering beach; tidal flats and salt marsh, including consistency of sand; local use, local weather peculiarities; sources of water-potable and non-potable.)
 - (4) Terrain inland and on flanks of beach
(Topography; possible exits; emergency landing place for aircraft. Location: nearest potable water; radio and telephone and telegraph, telephone and power lines and power plants; railroads, habitation.)
- B. Specific Beach (Name)
 - 1, 2, 3, 4, as above
- C. Specific Beach (Name)
 - 1, 2, 3, 4, as above

CHAPTER IV

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CLIMATE AND WEATHER

40. General Description.

A. Climate.

B. Weather.

41. Operational Significance of Climate and Weather.

(A concise strategic analysis, with one over-all citation of Topics 42 and 43 for details.)

A. Ground Operations.

B. Air Operations.

(1) Low level operations.

(2) High level operations.

(3) Incendiary bombing.

(4) Parachute operations.

C. Naval Operations.

D. Amphibian Operations.

E. Chemical Warfare.

42. Climate.

(The main body of the chapter, with basic data discussed by elements, with chief tables.)

A. Precipitation.

B. Temperature.

C. Humidity.

D. Surface Wind.

E. Sea and Swell.

F. Upper Air Wind.

G. Cloud.

(1) Cloudiness.

(2) Ceiling.

H. Turbulence and Thunderstorms.

I. Icing.

J. Visibility, Fog, Haze, Dust, Smoke.

K. Other Climatic Elements.

43. Synoptic Weather Types and Forecast Techniques.

44. Meteorological Organization and Facilities.

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CHAPTER V

PORT FACILITIES

50. General Description

- A. Major ports
- B. Minor ports

51. Major Ports (define)

- A. Name of port
 - (1) Harbor (location, type, depth, size, shelter, anchorage, tides)
 - (2) Landing facilities (summary statement and tabular description by piers or quays, including warehouses, supply dumps, harbor craft)
 - (3) Clearance facilities
 - (4) Availability of supplies (water, oil, coal, electricity, and other)
 - (5) Repair facilities (drydocks, marine railways, repair plants)
 - (6) Vulnerability
 - (7) War damage estimate

52. Minor Ports (define)
(Sub-topics as in 51)

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CHAPTER VI

TRANSPORTATION AND COMMUNICATIONS

60. General

- A. Transportation
- B. Communications

61. Railroads

(Pattern and strategic value; administration; track and right-of-way; type of motive power; ballast and standards of roadbed construction; locomotive and rolling stock equipment; repair facilities and yards; volume of freight and passenger traffic; capacity of lines with--existing and additional, rolling stock; vulnerable points.)

62. Roads and Trails

(Pattern of system; effect of climate and weather; adjacent terrain; weight--axle load--of largest vehicle to use various road types; administration; standards of construction and quality; maintenance facilities; capacity. Description of main roads; repair facilities; water, gasoline and oil available.)

63. Water Transport

- A. Coastal and inter-island water transport
(Routes both regular and irregular, ports-of-call; frequency of sailings; types of vessels used, native crews.)
- B. Inland water transport
(Rivers, canals, lakes, lagoons; channels; water sources; traffic; capacity; hauling facilities; vulnerability)

64. Radio and Special Wireless Services

- A. The radio system (broadcasting stations, administration, reception of broadcasts)
- B. Point-to-point communication
- C. Communication with aircraft
- D. Communication with ships
- E. List of radio stations

65. Telegraph

(Pattern of network and localization of lines; stations; route equipment; local stocks of construction materials; standard of maintenance; administration; availability of trained personnel; vulnerable features.)

66. Telephone

(Pattern of network and localization of lines; trunk lines, rural lines; centrals; route equipment.)

67. Submarine cables

(Port of arrival and farther terminus; administration; equipment; facilities for repair and storage of reserve supplies; present condition; vulnerable features.)

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CHAPTER VII

TOWNS AND NATIVE VILLAGES

- 70. General Description
(Summarize the nature of towns and of native villages, where located and general characteristics.)
- 71. Description of Towns
 - A. Name of Towns
 - (1) Importance from standpoint of trade and population
 - (2) Physical characteristics
 - (3) Means of access
 - (4) Billeting facilities
 - (5) Buildings
 - (6) Internal transportation
 - (7) Repair and service facilities
 - (8) Public utilities
 - (9) Warehouses and Storage
 - (10) Health and sanitation facilities
 - (11) Vulnerable points
 - (12) War Damage estimate
 - B. Name of Town (1 to 12 as 71A)
 - C. Name of Town, etc. (1 to 12 as in 71A)
- 72. Description of Native Villages
 - A. Name of Village
(Use outline for towns for basic description. Narrative style may be used in the case of settlements where material is meagre and does not lend itself to outline form.)

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CHAPTER VIII

RESOURCES AND TRADE

80. General Description

- A. Food resources
- B. Water supply
- C. Industrial raw materials and primary processing
- D. Manufacturing plants
- E. Electric power
- F. Commerce
- G. Finance

81. Food Resources

- A. Agriculture. (Type and location of farming areas and production by islands including livestock, time of planting and harvesting, annual regional surplus.)
- B. Fisheries. (Production, equipment, ports and facilities.
- C. Processing, refrigeration and storage (location, equipment, capacity, etc.)

82. Water Supply

- A. Natural availability by islands or groups of islands.
- B. Developed sources (location, type, capacity, quality)
- C. Distribution, use and storage (for each island)

83. Industrial Raw Materials and Primary Processing

- A. Minerals.
(Location, production, stocks and storage facilities, distribution, reserves, mining methods, power-water-fuel requirements, ownership, labor availability and quality, vulnerability to sabotage and bombing of; iron and alloy metals; non-ferrous metals; stone, clay, sand, gravel, lime, etc.; asbestos, sulfur, etc.)
- B. Fuel (coal, wood and petroleum).
(Sources, quantity, stocks and storage facilities, ownership, labor availability, fire hazard in forests.)
- C. Agricultural and marine materials
(Sources--amount, quality, producing areas, stocks and storage facilities, possibility of expanding production, distribution by use.)

84. Manufacturing Plants (list by products)

(Location, physical description, production, raw materials used, destination of final product, power-water-fuel requirements, labor quality and availability, vulnerability to sabotage and bombing, usefulness to invading forces.)

85. Electric Power (by islands)

- A. Electric plants
(Location, type, vulnerability; capacity in k.w., k.v.a. or h.p., and size; K.W.H. output; current characteristics; transmission, distribution, and area served; operator; source of replacement parts.)
- B. Consumer distribution
(Type of current; types of plugs and appliances; (source of power); transformer and substations; transmission--overhead or underground; power consumed in K.W.H.; loads--maximum recorded and total connected in k.w.; principal use; available surplus power.)

86. Commerce

(Characteristics of traffic, inter-island and foreign)

87. Finance (Japanese and native systems in area separately, if data available.)

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CHAPTER IX

PEOPLE AND GOVERNMENT
(In area only)

90. General Description

- A. Japanese
- B. Native

91. Population--Physical Characteristics (natives only)

92. Population--Cultural Characteristics (natives only)

93. Suitability of Natives for Labor.

~~94. Health and Sanitation (Technical information to be in an appendix)~~

94. Social Structure and Social Conditions

- A. Japanese
- B. Native

95. Governmental Organization (Local)

96. Security and Public Order

97. Political Factors

HEALTH AND SANITATION
Chapter X

- 100. General Description
- 101. Environment
 - A. Water
 - B. Waste Disposal
 - C. Animals
 - 1. Vectors of Disease
 - 2. Dangerous Animals
 - 3. Pests
 - D. Plants
 - E. Food
- 102. Public Health and Medical Facilities
 - A. Public Health Organization
 - B. Hospitals and Medical Institutions
 - C. Medical Personnel (in broadest sense -- dentists, veterinarians, etc.)
 - D. Social Service Agencies
- 103. Diseases
 - A. Diseases of Military Importance
 - 1.
 - 2.
 - B. Diseases of Potential Military Importance
 - 1. Endemic Diseases
 - 2. Disease Which May Be introduced
 - C. Diseases of Minor Military Importance
 - D. Diseases Common Among Civil Population
 - E. Miscellaneous Diseases
- 104. Recommendations (in order of importance)

CHAPTER XI

DEFENSES

110 100. General Description

- A. Position and importance (in Japanese strategy)
- B. History and development

111 101. Organization of Army and Navy defense forces (position in Japanese organization)

- A. Administration
- B. Tactics
- C. Normal disposition of forces (materiel and personnel)
- D. Labor battalions (non-combat)

112 102. Supply and Maintenance

- A. Depots. (Name, location, capacity and general description of supply and maintenance depots.)
- B. Supply routes (to and in area)

113 103. Fortifications. (Include map overlay) (List the defended ports and isolated landing beaches according to name, each a lettered sub-topic, and under each show the available information under 15 sub-paragraphs as follows)

(1) Coast defense batteries

- Name of battery
- Number of guns (distinguished between guns, howitzers, and mortars)
- Caliber of guns
- Exact model of guns
- Exact location of emplacements
- Detailed description of emplacements
 - Camouflage
 - Protection for gun and crew
- Detailed description of guns
 - Maximum range
 - Effective range
 - Type of loading
 - Rate of fire
 - Rate of traverse
 - Types of projectiles available
 - Color of dye of projectiles assigned to each gun
 - Number of men in each gun crew
 - Replacement crews available
- Ammunition dump, its exact location, and protection
 - Method of bringing ammunition to guns
- Arc of fire of guns
- Landmarks to identify battery from seaward
- Location and detailed description of base and stations,
 - OP's, rangefinders, directors, plotting rooms and searchlights
 - Method of communication with guns
- Local defenses
 - AA guns
 - Machine guns, trenches, wire entanglements
 - Personal weapons of crew
- Places of the battery in the general organization of coast artillery
- Total number of men in the administrative battery

(2) Emplaced field artillery batteries

- Same information required as for (1) above, with appropriate modifications
- Railway artillery which could be emplaced along a coast is to be described under this heading.

(3) Medium AA batteries

- Same information required as for (1) above, with

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- Number of guns, their caliber, and exact model
 Location and description of emplacements
 Camouflage
 Maximum and effective vertical and horizontal ranges,
 rate of fire, and field of fire
 Number of rounds of ammunition available
 Number of men and their personal weapons
 What are the guns defending?
- (5) Searchlights
 Location, number, diameter, and exact model
 Candle power
 Source of power
 Camouflage
- (6) AA Detectors
 Exact location
 Radar or acoustic
 Camouflage
 Information on aircraft warning not in general
- (7) Machine-guns.
 Exact location, number, caliber, and model
 Description of emplacements or pillboxes
 Camouflage
 Number of men and their personal weapons
 What are they defending?
- (8) Trenches
 Exact location and extent
 Depth, width, height of parapet
 Can they be bridged by a light tank?
 Wire entanglements
 What are they defending?
- (9) Wire entanglements
 Exact location and extent
 Method of stringing
 Can they stop a light tank?
 What are they defending?
- (10) Land mine-fields
 Exact location and nature
 Method of detonation
 Camouflage
- (11) Anti-tank defenses
 Exact nature and location
 Wire entanglements
 Barriers or other obstructions
 Mines
 AT guns
 Number, caliber, and model
 Effective range and penetration
 Rate of fire
 Camouflage
- (12) Ammunition depots
 Exact location and method of identification from the air
 Type of buildings
 Camouflage
 Local defenses
 Contents
- (13) Nets and booms
 Exact location and extent
 Buoys or other markers
 Depth of top below surface
 Depth to which nets go.
 Size of mesh
 Gates, and hours and method of opening and closing.
- (14) Off-shore mine-fields
 Exact location and extent
 Exact model of mine
 Method of detonation
 Method of mooring

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Depth below surface
Nature of swells in the area

- (15) Miscellaneous
Barrage balloons
Submarine detector equipment
Smoke generating apparatus
Beach patrols and observation posts

~~114 104.~~ Potential Defense Areas (include map overlay)

Repeat subtopics under 103 as applicable

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CHAPTER XII

AIR FIELDS AND LANDING GROUNDS

120. General Description

- A. Position and importance (in Japanese strategy)
- B. History and development

121. Organization (position in Japanese organization)

- A. Administrative
- B. Tactical
- C. Normal disposition of forces (aircraft and personnel)
- D. Labor battalions (non-combatant)

122. Supply and Maintenance

- A. Depots (name, location, capacity and general description of supply and maintenance depots)
- B. Supply routes (to and in area)

123. Airfields (detailed description, by sketches, photographs and tabulated data as applicable)

A. Name of airfield

- (1) General description (local position, coordinates, elevation, runway directions and dimensions, estimated operational capacity, number of revetments, dispersal facilities)
- (2) Facilities
 - a. Fuel storage and servicing
 - b. Night operation
 - c. Repair and storage facilities for aircraft, engines and instruments
- (3) Field condition
 - a. Runways, material used in construction, condition, slope, hazards
 - b. Field
 - (1) General condition, including drainage, type of soil, condition in rainy season, possibility of enlargement
 - (4) Defenses (include ammunition dumps)

B. Name of airfield (1 to 3 as in 123A)

124. Landing Grounds (detailed description, by sketches, photographs and tabulated data as applicable)

A. Name of landing ground

- (1) General description. Local position, coordinates, elevation, dimensions, estimated operational capacity, dispersal facilities.
- (2) Facilities - whatever available.
- (3) Field condition - surface, slope, drainage, hazards, possibility of enlargement.
- (4) Defenses. (include ammunition dump)

125. Possible landing sites - consider terrain, nearness to transportation and communication facilities, location, availability of construction materials.

126. Map overlay

- A. Airfield and landing grounds.
- B. Possible sites, show by small cross and number, keyed to text.

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CHAPTER XIII

NAVAL FACILITIES

130. General Description

- A. Position and importance (in Japanese strategy)
- B. History and development

131. Organization (position in Japanese organization)

- A. Administration
- B. Tactics (as applicable)
- C. Normal disposition of forces (ships and personnel within area)

132. Supply and Maintenance

- A. Depots. (Name, location, capacity and general description of supply and maintenance depots.)
- B. Repair ships (class, anchorage, capacity and general description of repair ships or tenders usually stationed in area)
- C. Supply routes (to and in area)

133. Naval Bases and Stations (include map overlay showing these). List the bases and stations according to name, each a lettered subtopic, and under each show the available information under the numbered paragraphs as follows:

A. Name of station

- (1) General description sketches, photographs, maps, etc., showing location, arrangement and extent.
- (2) Harbor (Type of harbor and nature of port, indicating depth, size, shelter, character of coast, customary use and arrangement.)
- (3) Entrance channel.
- (4) Anchorages (area, depths, holding ground, landmarks).
 - (a) Outer harbor
 - (b) Inner harbor
- (5) Significant hydrographic features (tides, currents, sea, swell, etc.)
- (6) Unloading facilities (general description of strength, character and capacity of piers, wharves, quays and other facilities)
 - (a) Description of a unit (or pier). (Here include a table, showing by units (No. and location).
 - (Type and use)
 - (Dimensions and depths alongside, including length of berthing space)
 - (Transit sheds, or other stowage)
 - (Craneage, including number, type, capacity, reach and motive power)
 - (Rail or road connections)
 - (Capacity for general cargo)
 - (Facilities for night handling)
 - (b) Description of another unit (Subtopics as under (a))
 - (c) Description of another unit
 - (d) Description of other units or beaches
- (7) Other craneage (including floating)
- (8) Warehouses, storage facilities, supply dumps
 - (a) Warehouses (including capacity, type and reach of appliances, railroad sidings and truck platforms, type and capacity of receipt and shipping appliances)
 - (b) Supply dumps (including areas suitable for dumps, indicating location, area and transportation facilities)
- (9) Other unloading places (including beaches, submerged vessels, etc.)
- (10) Harbor craft
- (11) Facilities for clearing port
 - (a) Railroad
 - (b) Road - type of paving, width, etc.
 - (c) Water
 - (d) Other

- ~~SECRET~~
- (12) Labor
 - (a) Organized battalions
 - (b) Native labor
 - (13) Capacity
 - (a) Estimated daily unloading
 - (b) Estimated daily loading
 - (14) Supplies - availability
 - (a) Water (source, amount, quality, servicing)
 - (b) Oil and gasoline (bunkering and storage tank capacity, stocks, servicing)
 - (c) Coal (bunkering capacity, method and rate of delivery, stocks, servicing)
 - (d) Construction Materials
 - Concrete aggregate, lumber, etc.
 - (e) Electricity
 - (15) Repair facilities
 - (a) Drydocks (location, dimensions, capacity)
 - (b) Marine railways (location, dimensions, capacity)
 - (c) Marine repair plants and shops (facilities, capacity)
 - (16) Vulnerability
 - (17) Camouflage
 - (18) Landmarks to identify from seaward

- 134. Potential Naval Bases and Stations (include map overlay)
 - (Repeat subtopics under 123 as applicable)

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CHAPTER XIII

SEAPLANE STATIONS AND ALIGHTING AREAS

~~140-130.~~ General Description

- A. Position and importance
- B. History and development

~~141-131.~~ Organization (position in Japanese organization)

- A. Administration
- B. Tactics
- C. Normal disposition of forces (seaplanes and personnel)

~~142-132.~~ Supply and Maintenance

- A. Depots. (Name, location, capacity and general description of supply and maintenance depots.)
- B. Repair ships (class, anchorage, capacity and general description of repair ships or tenders usually stationed in area)
- C. Supply routes (to and in area)

~~143-133.~~ Seaplane Stations and Alighting Areas

A. Name of station

- (1) General description (sketches, photographs, tabulated data, showing location, altitude, magnetic variation and annual change, local position, landmarks, obstructions and dimensions)
- (2) Sea conditions and anchorage (wind, shelter, swell, chop and currents in various seasons, depth of water, bottom holding ground, mooring buoys, aids to navigation and dispersal facilities)
- (3) Slipways (aprons, beaches, jetties, quays, cranes, boats and vehicles)
- (4) Facilities (fuel storage and servicing, water, hangars and workshops, power, general and ammunition storage, accommodation, possibility of enlargement)
- (5) Defense system (including ammunition dumps)

~~144-134.~~ Emergency Seaplane Alighting Areas and Potential Seaplane Stations (Consider terrain, sea conditions, nearness to transportation and communication facilities, location, availability of construction materials)

~~145-135.~~ Map Overlay

- A. Seaplane stations and alighting areas shown by standard symbols.
- B. Possible or emergency sites, shown by circles, numbered and keyed to text.

24 February 1944

Subject: Instructions Regarding the Preparation of All JANIS Material.

1. Classification

- A. Joint Army and Navy Intelligence Studies (JANIS) will normally be classified as "Confidential".
- B. The Chief of the Branch preparing a chapter of JANIS will be responsible for determining the classification (Restricted, Confidential or Secret) of the text, illustrative matter and other material.
- C. The classification of the text will be marked on the cover of each chapter.
- D. The classification of the illustrative matter and other material will be marked on the original and duplicates. Overlays will also be marked with the proper classification.
- E. Over-classification must be avoided. All material included will be assigned the lowest classification consistent with security.

2. Preparation of Text

- A. All copy for the text will be submitted in original and two copies. The original will be on heavy paper and the duplicates on onion skin on 8 x 12 $\frac{1}{2}$ inch paper. Triple spacing, indentations and style as illustrated on the attached sample page will be followed.
- B. Each page of the manuscript will be numbered consecutively.
- C. Each topic will be numbered.
- D. In making cross references use topic number and letters. (See sample page, 90B (2)).
- E. Each chapter will have a bibliography prepared in accordance with the enclosed sample. References to the bibliography will follow the style set on the enclosed sample page (90A and 90B).

3. Preparation of Illustrative Matter

Illustrative matter consists of tables, figures, and plans.

- A. Tables
A table is the presentation of material set in columns in a style that sets it apart from the text.
- B. Figures
Figures include all illustrative material, (maps, overlays, charts, photographs, drawings, etc.), bound in with the text.
- C. Plans
Plans include all illustrative material too large to be bound in with the text.

4. Specific Instructions Applicable to All Illustrative Material

- A. An original and two duplicates of all illustrative material will be submitted.
- B. All illustrative material will be numbered consecutively in each chapter in order of its appearance, and will include the chapter number, e.g., Table I-1, Table I-2; Figure I-1, Figure I-2. (Roman numerals refer to chapter; arabic numeral is illustration number.)
- C. All illustrative material will be captioned as per examples below:
 - (1) Tables:
 - (a) All tables will be completely titled and dated.
 - (b) Table number and title will appear above the table.
 - (c) The form will be; titles centered below table numbers, e.g.,

Table VI - 3

United States, Hospital Facilities, 1939

(2) Figures and Plans:

- (a) All figures and plans will be completely titled and dated.
- (b) Title and legend of maps may be placed within the figure or centered below it. Figure number, JANIS number and classification, however, will appear in upper right-hand corner above the figure, e.g.,

(3) Photographs:

- (a) It is requested that, wherever possible, original prints be supplied, and that no retouching be done. (However, salient features, place names, etc. may be indicated on the picture).
 - (b) Caption will be typed on slip of paper and pasted to back of photograph. (Typing directly on photograph shows thru on face of picture).
 - (c) Caption will include (1) JANIS & figure number (2) title (3) date (4) direction of view, and (5) file number of photo.
 - (d) Aerial photographs will have north arrow drawn on face of picture.
- D. A list of the captions of all illustrative material will be submitted with the manuscript (one original and two copies).
- E. All illustrative material must be referred to in the text. Reference to the illustrative material will be made as follows: (Table VI-4), (Figure V-3).
- F. Placement of the illustrative material will be made by placing the identifying numbers on the right hand margin of the manuscript opposite the line in which first reference to it is made. (See sample page, 90B(1))
- G. The final reproduced size of all illustrative material, in printed JANIS volumes; will not be more than $8\frac{1}{4}$ inches by 11 inches with the exception of fold-in illustrative material. Normally, the width of all illustrative material will be either 4 inches or $8\frac{1}{4}$ inches. Specifications as to size of reproduction; color, etc. should be marked on the reverse of all illustrative material, original and duplicates. Fold-in illustrative material will have the fold parallel to the binding edge (11-inch edge) and the maximum reproduction size (one fold) will be 11 inches (height) by 19 inches (width). If more width is desired, $8\frac{1}{4}$ inches may be added for each additional fold.

5. Base Map

It is intended that a standard base map with an appropriate overlay, will be reproduced at least once in each chapter. In some chapters it may be the only map, in others it may be an index to the treatment of the area, the maps included, etc. A copy of this standard base map, for each JANIS, will be supplied for the preparation of appropriate overlays.

(SAMPLE PAGE OF COPY FOR JANIS)

CLASSIFICATION

CHAPTER IX

PEOPLE AND GOVERNMENT

90. Social and Political Background.

A. Pertinent facts on social, political, and economic history.

The period from the discovery of the Philippines by Magellan in 1521 to the inauguration of the Commonwealth of the Philippines in 1935 is covered here. For the earlier period there are only sparse records from Chinese, Arabian, and Indian sources. 1.201-2

The discovery of the Philippines by Magellan in 1521 marked the beginning of modern Philippine history. After 1521 several ill-fated Spanish expeditions were dispatched from Mexico, but it was not until 1565 that a permanent Spanish colony was established. 5:607

B. Contemporary Social aspects.

(1) Spanish occupation. For over three centuries from 1565 to 1898 the Spanish ruled the islands. During most of this period the Philippines were governed by the Viceroy of Mexico. (see figure IX-I) *Fig IX-I*

(2) American occupation.

a. The American occupation of the Philippine Islands began with the Island of Manila in 1898. (see Chapter X, Topic #. 106 A).

b. Almost immediately thereafter, President McKinley announced that the Philippine Islands were not to be exploited for the aggrandizement of the American people.

(SAMPLE PAGE OF JANIS BIBLIOGRAPHY)

CHAPTER

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